

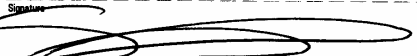

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station	1. Agency Position No. 13777
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosures <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1. Non-Sensitive <input type="checkbox"/> 2. Moderate <input checked="" type="checkbox"/> 3. Critical <input type="checkbox"/> 4. Special	
13. Competitive Level Code 0701		14. Agency Use			

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Management Analyst	GS	0343	07		
e. Recommended by Supervisor or Initiating Office						


16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Army		c. Third Subdivision	
a. First Subdivision ASA(ALT)		d. Fourth Subdivision	
b. Second Subdivision PEOSTRI		e. Fifth Subdivision	
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor SANDRA N. VEAUTOUR Deputy Director, EV Signature:  Date: 2-8-05	b. Typed Name and Title of Higher Level Supervisor or Manager (optional) ROBERT L. REYENGA Business Operations Executive Signature:  Date: 2/8/05
---	--

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in accordance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
OPM PCS Mgmt & Program Analysis Series, GS-343, TS-98, Aug 1990
OPM AAGEG, TS-98, Aug 1990
Intro to the PCS, Appendix 3, TS-107, Aug 1991

Typed Name and Title of Official Taking Action
MICHAEL LOZANO
Human Resource Specialist, NAVAIR HRO
Signature:  Date: 2/9/05

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
BUS 7777
Position is at the full performance level

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 285 USAPPC V1.00

INTRODUCTION

The purpose of this position is to receive developmental assignments to conduct limited and/or factual studies in support of the team and to facilitate development of management data describing PEO organizational processes. The function of the team is to assist management by providing analytical studies of management processes and to recommend improvements as well as to administer a variety of management programs.

MAJOR DUTIES

Using fundamental management analysis techniques and procedures, the incumbent analyzes and evaluates PEO activities that are of a procedural nature. Identifies and recommends improvements in management programs to promote economy, maximize resource utilization, and enhance the efficiency and effectiveness of operations. Conducts portions of studies and reviews on organizational structures, operational aspects of organizations, scheduled reviews of management control systems, etc. Participates in administering management programs for the purpose of promoting economy of operations and improving efficiency of PEO operations.

Meets with management to perform limited studies/reviews, and to provide orientation on management requirements in relation to directives, policies, regulations, procedures for reorganizations, management studies, etc. Discusses and defines objectives and timelines with management.

Conducts interviews and fact finding inquiries with supervisors and employees to gather information on organizational missions, functions, and work procedures. Applies fact finding and investigative skills and techniques to obtain specific details and surface problems or issues associated with workflow, working conditions, guidelines on methods and procedures/ etc.

Analyzes and evaluates administrative practices, work methods, procedures, and organizational structures. Analyzes and determines requirements and available resources for continuation of service agreements with local entities.

Identifies problems, issues, inefficient practices, areas for improvement, resource needs, organizational deficiencies and/or impacts on related activities that occur, e.g., as a result of organizational restructuring. Studies distribution and assignment of functions and responsibilities for appropriateness.

Develops solutions to problem areas and provides recommendations. Recommendations promote the improvement of management systems such as modification of work methods and procedures, comparisons of current and proposed organizational structures, cost benefits, manpower implications, etc.

Presents oral briefings and written reports on results of management program analysis,

proposed recommendations and/or problem solutions to improve management programs. Encourages organizations involved to accept recommendations and proposals.

Maintains contact with operating officials of organizations studied to establish, clarify, and disseminate information concerning management services. Provides orientation concerning management requirements of pertinent directives, explains recommendations involving significant changes in work methods or organizational relationships, and proposed key actions.

Performs other duties as assigned.

FACTOR LEVELS

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION - Level 1-6 950 Points

- Knowledge of fundamental and basic theories, principles and practices of management and organization, and knowledge of administrative practices and procedures.
- Skill in applying these theories and practices to perform assignments evaluating and analyzing work associated with the administrative and operational aspects of management programs.
- Ability to write reports.
- Skill and ability in conducting oral briefings.

FACTOR 2: SUPERVISORY CONTROLS - Level 2-2 125 Points

Works under the supervision of the Team Leaders who indicates generally what is to be done, limitations, quantity, quality, deadlines, and priorities. The supervisor also provides instructions and guidance on new, difficult or unusual assignments, along with suggestions and advice. Work is checked for accuracy, and adherence to instructions and to established procedures.

FACTOR 3: GUIDELINES - Level 3-2 125 Points

Specific guidelines covering assignments are readily available. Guidelines include DOD, DA, and SPD regulations and directives, technical reference publications, precedents, and previous projects, studies and programs. The incumbent uses judgment and initiative in locating and selecting the most appropriate guidelines. Situations where the guidelines cannot be applied are referred to supervisor or senior specialist.

FACTOR 4: COMPLEXITY - Level 4-3 150 Points

The work consists of duties involving varied and unrelated steps, processes and methods in conducting limited studies. These involve various choices depending on the information, desired outcome or other differences of a factual nature.

FACTOR 5: SCOPE AND EFFECT - Level 5-2 75 Points

The work involves performing limited studies, or portions of larger or more complex ones. The work results in products or services that affect the accuracy, reliability or acceptability of other products or services.

FACTOR 6/7: PERSONAL CONTACTS/PURPOSE OF CONTACTS-Level 2a 45 Points

Personal contacts are primarily with PEO employees and managers of all levels, as well as with management counterparts of higher headquarters. Contacts are for the purpose of conducting interviews, and obtaining factual information.

FACTOR 8: PHYSICAL DEMANDS - Level 8-1 05 Points

Work is sedentary. No special physical abilities are required.

FACTOR 9, WORK ENVIRONMENT - Level 9-1 05 Points

Work is performed in a normal office setting.

TOTAL POINTS: 1480 Points